

---

## Pregnant and Parenting Adolescents Support Services

### Frequently Asked Questions

---

**1. Which counties will be considered “high risk” as identified in the [2011 Pregnant and Parenting Adolescent Support Services Needs Assessment](#)?**

- |                |              |
|----------------|--------------|
| 1. Decatur     | 11. Vigo     |
| 2. Knox        | 12. Dearborn |
| 3. Lake        | 13. Putnam   |
| 4. Montgomery  | 14. Fayette  |
| 5. La Porte    | 15. Lawrence |
| 6. Fountain    | 16. Clay     |
| 7. Grant       | 17. Marion   |
| 8. Newton      | 18. Jennings |
| 9. Vanderburgh | 19. Allen    |
| 10. Scott      | 20. Starke   |

**2. Will an additional evaluation weight be assigned to those applicants who are proposing to serve identified “high risk” counties?**

Those applicants that serve one or more of the top 20 counties identified in the [2011 Pregnant and Parenting Adolescent Support Services Needs Assessment](#) will be assigned additional evaluation weight.

**3. How much additional weight will be assigned to those applicants who are proposing to serve “high risk” counties?**

Within the scoring tool the "Target Priority Population" section is worth a maximum of 10 points. The criteria Schedule adjustments for this area include serving a high-risk county and serving a high-risk population. Applicants that serve a high-risk county will automatically receive 5 points

in evaluation weight. Applicants can then earn an additional 5 points for a detailed description of how populations identified as high risk within the MCH Needs Assessment will be served.

**4. Can my application still be considered for funding if I am not proposing to serve “high risk” counties?**

Applicants will be considered compliant with eligibility requirements even if the proposed area to be served with requested PPASS grant funds is **NOT** included in the top 20 high-risk counties as identified within the MCH Needs Assessment. Regardless of whether participants to be served are primarily residents of or seeking services within the high-risk counties as identified by the MCH Needs Assessment, applicants must describe adequately the need for serving populations in each chosen community. Finally, please note that only applications purposing to serve pregnant and parenting adolescents within the high-risk counties as identified by the MCH Needs Assessment will receive additional weight in the scoring process.

**5. Can an applicant agency or organization use funds to supplement an existing program and can funds be used to serve teens that are already being served with preexisting funds?**

The applicant agency is able to request Pregnant and Parenting Adolescents Support Services (PPASS) grant funds to achieve the four required PPASS Priority Areas as well as the Additional PPASS Priority Areas.

Should the applicant’s request for funds be utilized to supplement existing programs, the applicant agency must ensure that PPASS grant funding is neither co-mingled, nor supplanting existing federal or federal pass-through funds. That is, for example, if the applicant agency chooses to supplement an existing federally-funded program, such as “Program X”, the applicant agency will be responsible for ensuring that “Program X” funding is accounted for separately than PPASS funds. The applicant agency and its partners are able to use the PPASS funds to serve the same teens that are enrolled in “Program X”; however, it is strongly encouraged that applicants request PPASS funds to add additional components to the services already provided through currently funded programs.

For example, if you are already providing services “to increase healthy birth outcomes,” then PPASS funds should be used to add program components that will address the other three required priority areas (i.e. decreasing repeat pregnancies, decreasing high school dropout rates, building infrastructure) and at least one of the additional priority areas.

**6. How much money can my agency/organization apply for to meet the objectives?**

Applicants should describe thoroughly the scope of the proposed project and justify the size of the budget request for each category of allowable services, for a total of no more than \$600,000 per fiscal year.

**7. Does the required “description of the plan for protection of clients/project participants” on page 16 of the RFP pertain only to confidentiality of clients/participants information, or should it also include a plan for the protection of clients at risk for domestic abuse?**

Applicants should provide a detailed plan of how they will ensure the protection of client/project participants' personal information. This could include de-identifying client/project participants' information, locking up client/project participant files, etc.

If domestic violence is addressed by the applicant organization/program or one of the collaborating partners, then the applicant organization should include a brief description of how client/project participants are currently or will be protected (i.e. an alarm system is in place, a police officer or guard is present, etc). Applicants are also encouraged to include any future plans to ensure the safety and well being of clients/project participants that may be experiencing domestic abuse.

If the applicant organization is funded and ISDH's MCH division does not feel safety measures are adequate, then ISDH may ask that the applicant organization consider additional measures to modify the safety plan.

**8. If an applicant uses an evidence-based model that has already been evaluated and supported to be effective, then does the organization has to conduct a quasi-experimental study to support the program's effectiveness?**

Applicant organizations utilizing an evidence-based model do not have to conduct a quasi-experimental study to support the program's effectiveness. However, applicants with strong evaluation plans will receive additional evaluation weight as noted in the scoring tool located on page 44 of the RFP.

**9. What is the availability of PPASS funding?**

All grant awards will be contingent upon availability of federal funding. Grant awards will not exceed one year (12 months). At the end of the grant period, contingent upon continued federal funding, ISDH will make available funds for continuation of grant projects for one additional year.

Please note that ISDH has no guarantee of continued federal funding, including PPASS funding. ISDH will know at the beginning of each federal fiscal year if federal appropriations have allowed for continued funding.

**10. If a community level needs assessment has already been conducted, but not specifically for the proposed evidence based practice, then does a new needs assessment need to be conducted specifically for the proposed evidence based practice?**

If an applicant organization has completed a previous community level needs assessment and all needed information has been generated from it, then the applicant organization does not need to conduct an additional needs assessment specifically for the evidenced based practice. With respect to the primary purpose and goals of the grant program, applicants should ensure that their community level needs assessment provides them data to include the following in their Statement of Need:

- Describe and justify the *population* of focus (demographic information on the population of focus, such as race, ethnicity, age, socioeconomic status, geography must be provided).
- Describe and justify the *geographic area(s)* to be served.

- Use data to describe the need and extent of the need (e.g. current prevalence or incidence rates) for the population(s) of focus.
- Describe resources currently available to pregnant and parenting teens and identify gaps in service

Applicants should also ensure that the following is included in their Statement of Need:

- Sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.
- Cite all references (do not include copies of sources).
- Describe how the needs were identified.

**11. Do collaborative partnerships need to be finalized before the applicant organization's proposal is submitted?**

- Applicant organizations **must** form traditional and nontraditional collaborations between agencies and organizations
- Applicant organizations and their partnering organizations **must** have an agreement in place that if the applicant organization is funded, then the organizations will partner to provide services
- Applicant organizations are *highly encouraged* to include letters of support from potential collaborating partners as **indication** that collaborative partnerships will be formed if funding is received.

**12. How many applicants does ISDH's MCH division plan to fund with PPASS funding?**

ISDH's MCH division recommends that applicant agencies budget for no more than \$600,000 per year. While a finalized number of awardees have yet to be determined, ISDH anticipates that the number of grants awarded will be reflective of:

- (1) Funding availability for sub-recipient awards
- (2) Program budget requests for awarded applicants.

**13. Is September 1st both the expected announcement date and the start date? If not, can we have clarification on the expected announcement date for the awards?**

We *anticipate* that applicants will be notified of awards on June 3, 2011 and we *anticipate* that the program implementation start date will be September 1, 2011.

**14. Can PPASS funds be used for teen pregnancy prevention?**

Funding must be used to develop and implement programs to assist **parenting** adolescents between the ages of 15 to 19 and/or **pregnant** adolescents between the ages of 15 to 19 who have made the decision to carry their pregnancy to term.

PPASS funding cannot be used for pregnancy prevention *unless* it is used for prevention of a repeat pregnancy as outlined in the PPASS required priority areas.

**15. Can PPASS funds be used to pay for GED tests?**

In response to the federal government's Request for Proposal, ISDH's MCH Division outlined four PPASS grant Priority Areas for use of the Pregnancy Assistance Funds. These include:

1. Strengthen infrastructure to assist pregnant and parenting 15 to 19 year-olds
2. Reduce subsequent pregnancies among 15 to 19 year-olds
3. **Decrease school drop-out rates among pregnant and parenting 15 to 19 year-olds**
4. Improve birth outcomes among pregnant and parenting 15 to 19 year-olds

To achieve the third listed required Priority Area "Decrease school drop-out rates among pregnant and parenting 15 to 19 year-olds," MCH recommends that applicants consider offering a high school equivalency program as a suggested activity. These recommendations are outlined in the "Recommendations for Action Plan: Additional Priority Area." Therefore, MCH will allow PPASS funds to be used to pay for GED tests.

**16. Does each activity an organization implements have to be evidence based?**

To be competitive for PPASS funding, applicants are asked to implement all or components of an evidence based model or promising practice. Applicants should address how the evidence based model or promising practice addresses the purpose, goals, and objectives of the proposed project. The evidence based model or promising practice should include activities and focus areas that have been shown effective in achieving the goals/objectives. Each activity selected by the applicant does not have to be an activity included within an evidence based model or a promising practice; however, the program in its entirety should be **based** on an evidence based model or promising practice.

**17. How do you record annual measures in the outcome tables located in the PPASS application?**

Please refer to “Outcome 4” in the below table for an example of how to handle annual measures. For annual measures, applicants can put an expected number of “0” or “NA” for quarters that a measure is not expected or will not be taken. For at least one of the quarters (in the example below, the 4<sup>th</sup> quarter has a measure for Outcome 4), put the expected annual measure for the outcome. For example, if an applicant’s outcome measure will be “number of women who graduated high school,” then only an annual measure would be expected. In this case an applicant would put “NA” for quarters 1, 2, and 3 and then include the expected number of women who will have graduated high school in the 4<sup>th</sup> quarter.

<b><u>Additional Priority Area:</u></b> Decrease the percent of pregnant 15 to 19 year-olds who smoke								
ACTIVITY: Smoking cessation education, counseling, referral and/or interventions to prevent use.	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual
Outcome 1: # enrolled in program	N/A		75		90		100	
Outcome 2: # counseled / referred	N/A		75		90		100	
Outcome 3: # of teens who quit smoking during pregnancy	N/A		20		25		30	
Outcome 4: # of teens who remained tobacco-free after pregnancy at follow up	N/A		N/A		N/A		10	

**18. Is there a preference for applicants to submit a memorandum of understanding (MOU) versus a letter of support in their application?**

The PPASS RFP asks that applicants include letters of support, letters of agreement, and/or memoranda of understanding. The letters of support and/or agreement must include date, contact information of individual endorsing the letter, and involvement with the project or organization.

A letter of support implies a support, not an obligation, to the proposed project. A letter of agreement is a formal agreement, although not legal or binding, between two or organizations for work, collaboration, etc. While not contractual, a MOU generally describes an agreement between parties and indicates an intended common line of action and may include proposed budget figures anticipated for transaction between the two entities with deliverables for those services.

ISDH's MCH division does not have a preference for whether applicants submit an MOU versus a letter of support or letter of agreement; however, an MOU may indicate stronger evidence for future collaborations between organizations.

**19. Can applicants state in their application that one activity will be used to serve more than one priority area?**

In the PPASS application, applicants must describe all proposed activities in the proposed project. These activities must relate to the objectives to be achieved. It is understood and will be accepted that in some cases, proposed activities will address more than one priority area. However, applicants should provide reviewers evidence of how the proposed activity will address multiple priority areas. For example, if an applicant proposed to provide parental education to pregnant and parenting adolescents and believes this activity will address the additional priority areas of (1) "Increasing percent of teens with knowledge of appropriate parenting-skills" and (2) "Increasing up-to-date well child visits," then the applicant should provide evidence regarding why and how the proposed activity will address both priority areas.

**20. Will applicants lose points during the review process for not including in the Biosketches the graduation date or period of employment for potential grant staff?**

In Section 7-A of the PPASS application applicants are asked to provide a brief BioSketch for five key personnel (note: more than five may be listed, but please include only five BioSketches). Information asked for in the BioSketch includes:

- Education and Training
  - Institution and location
  - MM/YY of Graduation
  - Degree (if applicable)
  - Field of Study
- Relevant Employment Experience
  - Agency/Company
  - Period of Employment
  - Position Title
  - Responsibilities

Applicants are encouraged to fill out all information of the five key personnel. If a requested component is not applicable to the applicant organization, applicants are encouraged to place “N/A” in its place. While applicants will not *lose points* during the review process for not including all information asked for in the Biosketch (i.e. MM/YY of graduation or period of employment of a particular employee), these factors may hinder the ability to gain all points for this section. If an applicant is chosen to receive PPASS funding, and that applicant has submitted Biosketches with missing information, then applicants may be afforded the opportunity to provide additional information at the request and satisfaction of ISDH’s MCH division. In this situation, once all Biosketch information is received and if MCH does not feel that the proposed staff is qualified, then negotiations between the applicant agency and MCH may occur.

**21. The needs assessment – is this a community-wide needs assessment, or would it pertain specifically to our current client base?**

With respect to the primary purpose and goals of the grant program, applicants can collect information at the community or client level as long as it provides the applicant data to include the following in the “Statement of Need” required in the PPASS Application:

- Describe and justify the *population* of focus (demographic information on the population of focus, such as race, ethnicity, age, socioeconomic status, geography must be provided).
- Describe and justify the *geographic area(s)* to be served.
- Use data to describe the need and extent of the need (e.g. current prevalence or incidence rates) for the population(s) of focus.
- Describe resources currently available to pregnant and parenting teens and identify gaps in service.

Applicants should also ensure that the following is included in its “Statement of Need” required in the PPASS Application:

- Sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.
- Cite all references (do not include copies of sources).
- Describe how the needs were identified.

**22. On Appendix C (county rankings, p.35 in the PPASS Needs Assessment), we understand the percent and numbers, but we are unclear as to the meaning of the color key (with numbers 200-700).**

To identify highest-risk counties in Indiana, a series of 12 indicators linked to the PPASS target population were identified. The 12 indicators with established rates and percentages were used to rank the 92 counties in Indiana. Rankings ranged from 1 through 92 (to account for all 92 counties) and were based on the composite scores calculated from the 12 indicators. The map in Appendix C on page 35 of the PPASS Needs Assessment contains the composite high-risk indicator scores that range from 200 to 700. These scores correspond with the scores located in the table on pages 36, 37, and 38 of the PPASS Needs Assessment. The higher the high-risk indicator score of a county, the darker the color displayed on the map on page 32. Therefore, the color indicates the level of risk as determined by the twelve identified indicators with darker colors indicating higher risk and lighter colors indicating lower risk. For example, calculations indicated a score of 613 for La Porte indicating that the county is one of the highest risk counties in Indiana, so its color on the map is the darkest blue.

**23. Can you give us an idea of a good target number or range for the Additional Priority Areas?**

MCH is aware that a number of factors are important to consider when developing an effective program that supports pregnant and parenting teens. Based on examination of several resources, including current literature, a needs assessment conducted by MCH, and input from community organizations, MCH developed a list of *Additional Priority Areas*. These priority areas are listed on page six (6) of the PPASS RFP. **It is expected that all funded grantees will have activities in place to achieve ONE OR MORE of the additional priority areas.**

Although measureable outcomes for each grantee's selected additional priority areas will *not* be uniform (i.e. each grantee may select best measures to indicate its success in achieving each additional priority area), it is expected that each grantee will submit quarterly and annual reports to indicate its success at expected vs. actual outcomes.

Grantees are encouraged to have activities in place to achieve as many additional priority areas as the applicant and its partners deem valuable for its specific program. However, each organization should identify those additional priority areas that will be sustainable and most beneficial to the proposed program.

**24. Sustainability – we are not clear on what expectations are here. We expect to have the continued support of United Way and will continue seeking out additional funding sources. Is this the type of information that the reviewers would be looking for?**

Applicants should outline a plan for how their organization and their partners will sustain program activities at the conclusion of PPASS funding. This could include:

- Contribution of monetary funds
- Plans to ensure dedicated staff after the conclusion of PPASS funding

- Plans to continue collaborating partnerships
- Contribution of resources such as time, location, tools, etc.

Continued support of “Organization X” and plans to seek out additional funding sources are the type of information that reviewers will expect. Please note, that the stronger the plans for sustainability (i.e. Plans to set aside a specific amount of current funds for continuation of the program at the conclusion of the grant) the more points the application will receive during the review process. Other forms of sustainability include in-kind support and monetary support that partnering organizations can continue to provide for the program activities. The goal of this question is to help reviewers understand that your organization has a goal to and a plan for continuing its services for pregnant and parenting teens after the ISDH federal pass through funding has been extinguished.